

S E C R E T

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Staff Notes - Week of 15 June 1988

FROM:

Chief, Plans Branch/  
Office of Security

EXTENSION

NO.

DATE

15 June 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/PPS

15 Jun 88

B

2.

EO/OS

6/16/88 6/17/88

B

OK

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13. Regrade Confidential When  
Separated from Secret Attachment

14.

15.

DD/PTS conducted the staff meeting during the absence of the D/S.

25X1

3. EO To Represent OS on DDA Task Force

The EO has been named to a DDA-level task force on "Reducing Transactional Costs." This group will be composed of representatives from all the DA offices and is tasked to review a number of suggested issues in an attempt to improve the service and support to Agency elements. The group will canvas services the DA provides in an effort to streamline operations. To date, more than 100 issues have been identified for consideration. [REDACTED]

25X1

4. ADDA Working Group to Study "Executive Development" Progress

25X1  
25X1

The ADDA has formed a working group consisting of [REDACTED] (OIT), [REDACTED] (OL), and [REDACTED] (OF) to examine the progress made by DA offices on "Executive Development" programs. The subject of executive development was raised at a recent DDA off-site, and the various offices were encouraged to review and, if necessary, bolster their programs. [REDACTED]

25X1

[REDACTED]

[REDACTED]

S E C R E T

5. EXCOM to Discuss the 1990-91 Budget

25X1 The EXCOM will be meeting on 16-17 June [ ] to review the FY 1990-91  
Agency Budget. Security and Counterintelligence will be special topics of  
discussion. Much of the focus is expected to be on the 1994 funding profile  
25X1 and how we can deal with reduced funding. The DD/PTS will be attending the  
session dealing with Counterintelligence the evening of 16 June. [ ]

6. DDS&T Staff is Briefed on New Physical Security Equipment

25X1 The C/EAG announced that representatives from EAG gave a briefing to the  
DDS&T and his Staff this week on several new projects under development in the  
physical security equipment arena. The briefing was very well received and  
lasted for more than an hour and a half. [ ]

7. Letters of Appreciation and Commendatory Memoranda

25X1 The following letters of appreciation and commendatory memoranda have been  
received since the last OS Staff Meeting:

[ ]

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